



Global Payment Card Refresher Training

Feb 2016



Global Payment Cards Agenda

- Required Training Sessions prior to Card Pick-ups
- Compliance Process – Monthly Reviews & Approvals
- Preferred Browsers
- Password Resets
- Common Errors for Approvers and Cardholders
- Split Transactions
- Chartfield Validation & Fund Code Dependencies
- Reporting
- Finance Link Page for Forms and Policies
- Contact Information
- Questions & Answers



Preliminary Training Requirements

- Prior to picking up new payment cards, cardholders will be required to present a printed Certificate of Completion from the iLearn Database
- You can access this training in NYU iLearn, which can be found on the Work tab on [NYUHome](#)

FIN 210: Global Payment Card GRAM System Overview



You will receive system generated reminders weekly and at month-end as follows:

Cardholders' email reminders:

- Wednesdays to review transactions weekly
- Last day of the calendar month to finalize missed reviews by the 4th calendar day of the next month

Card Approver's email reminders:

- Fridays to approve available transactions weekly
- Last day of the calendar month to finalize missed approvals by the 7th calendar day of the month

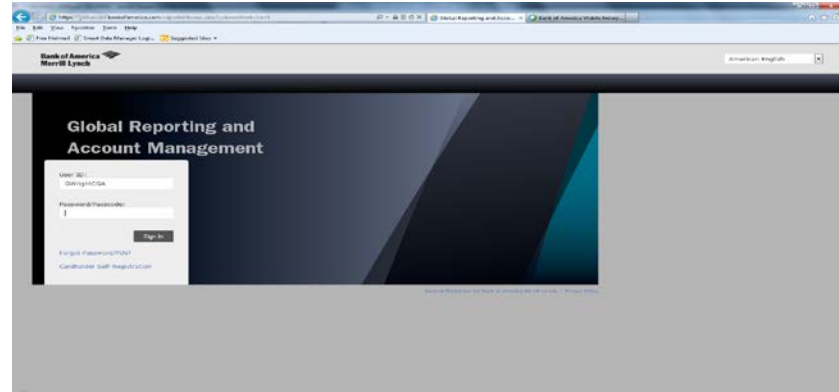
Preferred Browsers on the GRAM system:

- **Windows 7:** Internet Explorer 8, 9, 10, 11 or Firefox 24 ESR or 31 ESR or Chrome
- **Windows 8:** Internet Explorer 10 or 11, Firefox 24 ESR or Firefox 31 ESR
- **Windows 8.1:** Internet Explorer 11

At the GRAM Homepage

Enter User ID

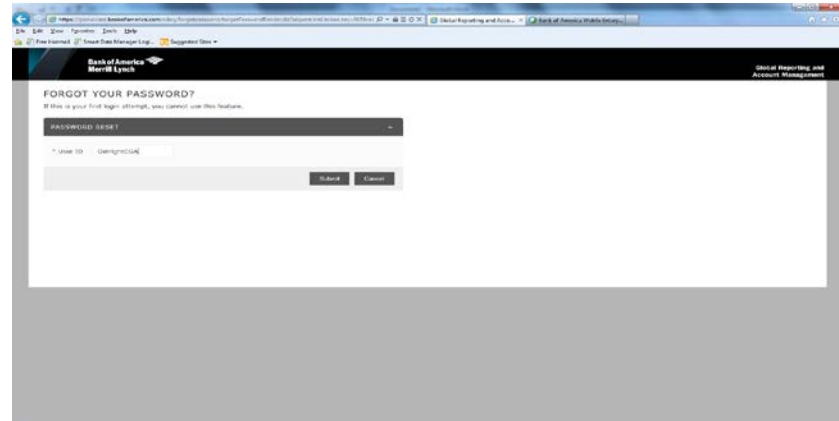
Click Forgot Password



At the Forget Your Password page

Enter User ID again

Click SUBMIT



You will then be prompted to select the Security Question that was selected when the User first registered in GRAM. (Not the Challenge Questions)

(Reminder: When a user registers in GRAM for the first time they select one Security Question and three Challenge Questions.)

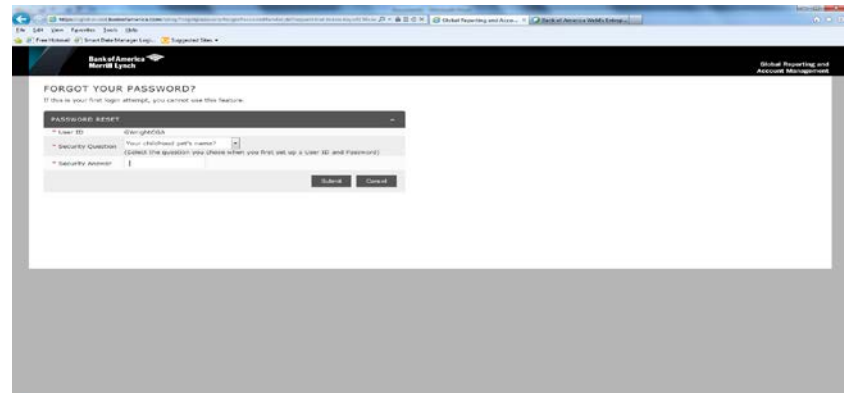
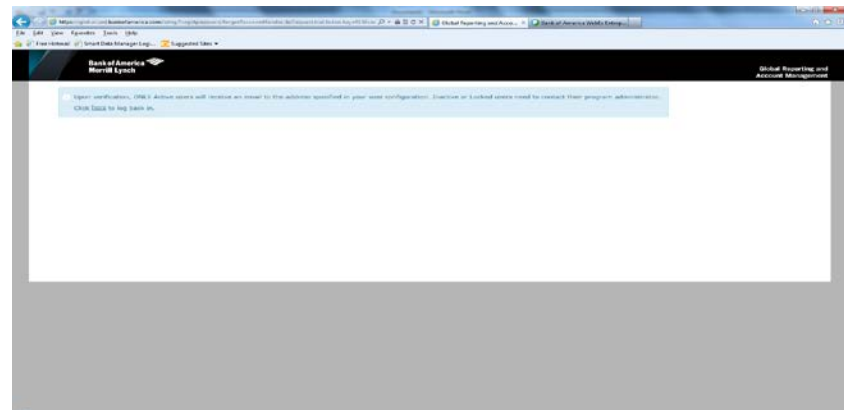
Select SECURITY QUESTION; Enter the SECURITY ANSWER

Click SUBMIT

The correct security answer must be entered or the process **will fail** and no email will be generated.

Once successful, you will then see the message displayed: Upon verification, ONLY Active users will receive an email to the address specified in your user configuration. Inactive or Locked users need to contact their program administrator.

An email from MasterCard will be sent with temporary password.

1. Always check that you have approved all transactions and that there is not another page. If your Department processes many transactions, there may be multiple pages of transactions that require review/approval. Look on the right hand side for the numbered page icon
2. If your Department has a CTA card and a P-card, then you must approve these cards separately by switching between cards on the Home Screen via the drop down menu.
3. If there has been a personnel change in your Department, please reach out immediately to your Fiscal Analyst for assistance. As soon as a new Card Approver is assigned to the Cardholder, an updated form must be sent to the Payment Card Team to their group email address at payment.cards@nyu.edu.

Split transactions:

The following steps are required to split a transaction:

1. Go to Account Activity
2. Transaction Summary
3. Run the date range
4. Select the "Split" icon that is in the middle of the 3 icons on the left hand side of the transaction you would like to split

You will arrive at the Split page

5. Add the number of Splits in the box e.g., 2
6. Select if you want to split the transaction amount by amount or percentage

The two split boxes should appear on the screen

7. Click in the check box located prior to the Split box and hit the "Save" button
8. Then you will be able to update the chartfield details for the first Split box
9. Hit the "Save" button when you complete the update
10. + repeat steps #7-9 as many times as many Splits you entered in the split box.



Available Funds for P-Card Use

Fund	Description	Program	Project
01	Prepaid Expenses Fund 10	Optional	Exclude
10	Operating	Optional	Exclude
	Current Funds School of Law		
12	Foundation	Optional	Exclude
14	Real Estate	Required	Exclude
16	Auxiliary	Required	Exclude
20	Management Designated	Optional	Required
21	Expendable Endowment Income	Required	Exclude
22	Exp Gift & Non- Fed Grant	Optional	Required
24	Foundation & Non Fed Grant	Optional	Required
25	Gov't and Coml Grants/Contracts	Optional	Required
52	Capital	Optional	Required
56	Small Construction/Renovation	Optional	Required
60	Service Centers- Wash Square	Required	Exclude

Please note: Funds 24 and 25 cannot be identified as default chartfields in the GRAM profiles. Cardholders need to update the chartfields when transactions have to be allocated to Funds 24 and 25 in GRAM. This is the requirement of the CDV.

Fund Code Dependencies for Actual Project and Program Codes for All Purposes (2/2)

Fund	Description	Program	Project	Fund	Description	Program	Project
01	Prepaid Expenses Fund 10	Optional	Exclude	42	Quasi Endowment Unrestricted	Required	Exclude
10	Operating	Optional	Exclude	43	Term Endowment Temp Restricted	Required	Exclude
12	Current Funds School of Law Foundation	Optional	Exclude	44	Annuity & Life Income	Required	Exclude
14	Real Estate	Required	Exclude	45	True Endowment	Required	Exclude
16	Auxiliary	Required	Exclude	46	True Endowment Opt Out	Required	Exclude
19	Agency	Required	Exclude	47	Temp Restricted Pledges	Required	Exclude
20	Management Designated	Optional	Required	52	Capital	Optional	Required
21	Expendable Endowment Income	Required	Exclude	53	Debt	Optional	Required
22	Exp Gift & Non- Fed Grant	Optional	Required	54	Funds Held on Deposit- Perm	Optional	Required
24	Foundation & Non Fed Grant	Optional	Required	56	Small Construction/Renovation	Optional	Required
25	Gov't and Coml Grants/Contracts	Optional	Required	60	Service Centers- Wash Square	Required	Exclude
31	Univ Created Loans Unrestricted	Required	Exclude	70	Cost Sharing for Gov't Projects	Optional	Required
33	Donor Created Loans P Restricted	Required	Exclude	73	NYUAD Grants	Optional	Required
34	Federal Loan Funds	Required	Exclude	74	NYUAD Operating Fund	Required	Exclude
40	Investments	Required	Exclude	76	Management Designated	Optional	Required
41	Quasi Endowment Restricted	Required	Exclude				

Reporting Tips for the Schools and Departments

When you are logged into GRAM, click on the Report Tab of the Home Page and Schedule Reports. A large number of standard reports will be located on this page where the user can identify the report of their needs.

You may be interested in the following reports to obtain specific information:

1. Enhanced Cardholder Listing Report

This report will provide you with a complete list of active cardholders and additional valuable data:

Column L = Account Status

Column I = Currency

Column J = Credit Limit

Column H = Expiration Date

Column Z = Account Group Name or Cardmember Profile Report

Column C = Account Group Name

2. All Activity (Including Payments) Report

This is a detailed transaction report by site or by all cardholder for any date range. This report could be used instead of the Merchant Summary Report- All Activity (Including Payments) Report

Reporting Tips for the Schools and Departments (cont'd)

3. Merchant Detail Report

Displays all transactions made to a specific vendor by cardholders. Since the report is in an excel file format you may sort it by Merchant and you can get your own Merchant Summary Report. The Summary report is only available for Company level administrators.

4. Approver Details Report – Compliance Report

Complete list(s) of "not reviewed" and "not approved" transactions by site or by all cardholders for any date range - Approver Details Report

5. Standard Financial Export_FX Fees Report

This report provides details of foreign transaction fees incurred for all cards

6. Spend Analysis by Transaction Category Report

This report provides average monthly spend for each cardholder

Payment Cards

The **Global Card Program Team** manages the various payment card programs available for paying for goods and services at NYU.

Need Help? Contact the Payment Card Team

For Payment Card related inquiries contact the Global Card Program Team at: payment.cards@nyu.edu.

Prevent Declined Payment Card Transactions

Banks have implemented strict preventive controls to mitigate an increase in fraudulent transactions for all payment card issuers. The Global Payment Card team created out a memo about how transaction denials are triggered with steps for how to prevent them.

» [Read About Preventing Declined Payment Card Transactions](#)

Purchasing Card (P-card)

The NYU Purchasing Card, commonly referred to as a "P-Card," is a tool offered to New York University employees who are responsible for procuring goods and services for their department. The P-Card is a University liability Master Card used for purchasing low-dollar items not available on i-Buy NYU; it has no effect on the cardholder's personal credit. The P-Card provides University employees with a quick and convenient method of payment.

The P-Card may not be used for travel-related expenses.

- » [The Purchasing Card Application](#) contains the Cardholder Application, Cardholder Agreement and the Administrator/Approver Application
- » [Purchasing Card Application for Cardholders outside of the US](#)

Corporate Travel Account

The CTA card is used for business travel expenses for infrequent travelers in a department, individuals who do not have the Travel Card or personal credit card and University guests/visitors (i.e., job applicants, speakers). The CTA is a University liability card and does not impact the cardholder's personal credit.

- » [The Corporate Travel Account Application](#) contains the Cardholder Application, Cardholder Agreement and the Administrator/Approver Application.

Travel Card

The Travel Card is an American Express Travel and Entertainment (T&E) personal liability card that is used to pay for business travel and entertainment expenses. Recommended for frequent travelers. Membership Rewards are available at the traveler's expense. The traveler is responsible to submit expense reimbursement requests via AP Workflow

Due to the individual liability on the card, the cardholder's credit rating may be impacted if payment is delayed.

- » [Travel Card Application \(T&E Card\)](#)

Monthly Payment Card Reconciliation

All transactions generated during the calendar month will be frozen at midnight on the **7th calendar day** of the next month. Please remember to review and approve all outstanding transactions prior to this.

Related Resources

- » [Payment Card Limit Increase Request \(NYUHome login required\)](#)
- » [Personal Expense Reimbursement Form \(XLS\)](#)
- » [Personal Expense Exception Process \(PDF\)](#)
- » [Amex FAQs \(PDF\)](#)
- » [Amex Online Statement Registration \(PDF\)](#)

GRAM System Info & Updates

Review information about the BoA Global Reporting and Accounting Management (GRAM) System

- » [GRAM Enhancements, October, 26, 2015 \(PDF\)](#)

Related Policies

- » [Payment Card Policy](#)
- » [Purchasing Policies and Procedure Manual](#)
- » [Payment Card Industry Data Security Standard](#)
- » [Code of Ethical Conduct Policy](#)
- » [Business Expenses Policy](#)
- » [Financial Record Retention Policy for Sponsored Programs](#)

Online

Search for services by keyword in [ServiceLink](#)

Phone

Call the FinanceLink Service Center from 9am to 5pm (EDT) 212-998-1111

Submit a Request

Request assistance via the FinanceLink Service Center askfinancelink@nyu.edu

Payment Card Assistance

For info about P-Cards, CTAs, the American Express Corporate cards and the relevant banking reconciliation systems, please email payment.cards@nyu.edu for further assistance.

- » payment.cards@nyu.edu



Should you have any questions or need further assistance, please contact the **Global Payment Card Office**:

- Email: payment.cards@nyu.edu

